

Council Provided Vehicle Policy



1. Introduction

The District Council of Peterborough recognises that access to a Council vehicle may be necessary to enable certain employees to effectively perform the duties and responsibilities of their role. This policy sets out the conditions under which a Council-provided vehicle may be made available for work-related and personal use, while ensuring appropriate governance, safety, and accountability.

2. Procedure Objective

The objectives of this policy are to:

- support the efficient performance of employee duties;
- clearly define acceptable work-related and personal use of Council vehicles;
- ensure safe, lawful, and responsible use of Council assets;
- manage financial, legal, and reputational risks; and
- Provide transparency and consistency in vehicle access arrangements.

3. Definitions

Council

The District Council of Peterborough.

Employee

A person employed by Council who has been approved access to a Council-provided vehicle under an employment contract or formal agreement.

Vehicle

A fully maintained motor vehicle provided by Council.

CEO

The Chief Executive Officer of the District Council of Peterborough or their authorised delegate.

Leave

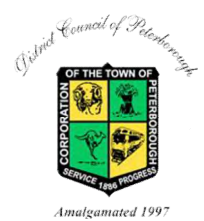
Any form of approved leave under an employment contract or relevant industrial instrument.

Reasonable Personal Use

Incidental and private use of a Council-provided vehicle that:

- includes personal travel within South Australia, including travel between home and work;
- does not involve commercial or income-producing activities;
- does not create unreasonable risk, or liability to Council; and
- complies with road laws, insurance requirements, and Council directions.

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Reasonable personal use does not include interstate travel, extended travel during periods of leave exceeding four (4) weeks, or any use restricted by this policy unless authorised in advance by the CEO.

3. Legislative framework and other references

Local Government Act 1999 (SA)

Work Health and Safety Act 2012 (SA)

Road Traffic Act 1961 (SA)

Fringe Benefits Tax Assessment Act 1986 (Cth)

Applicable industrial instruments and employment contracts

Council Code of Conduct and Risk Management Framework

4. Policy

5.1 Provision of Vehicle

Council may provide the Employee with access to a fully maintained vehicle for work-related use and personal use within South Australia, subject to this policy.

Vehicle access is offered taking into account out-of-hours duties, including attendance at Council meetings occurring outside ordinary business hours.

Council will provide a vehicle that is roadworthy and suitable to carry out the responsibilities, duties, and functions undertaken by the Employee.

5.2 Conditions of Use

The vehicle:

- must not be used for any commercial or income-producing activities;
- must not be used for interstate travel unless authorised in advance by the CEO;
- must not be used during periods of leave exceeding four (4) weeks unless authorised in advance by the CEO.

Where leave exceeds four (4) weeks, the Employee must return the vehicle and all vehicle keys to Council premises or another agreed location unless otherwise authorised by the CEO.

5.3 Costs and Taxation

Council will be responsible for:

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- fuel costs associated with authorised work-related and personal use; and
- payment of any Fringe Benefits Tax (FBT) associated with the vehicle.

5.4 Authorised Drivers

The Employee is the only authorised driver.

5.5 Replacement of Vehicle

Council will replace the vehicle within a reasonable timeframe after:

- 100,000 kilometres of travel; or
- four (4) years of continuous use by the Employee,

Whichever occurs first.

5.6 Offences and Reporting

Any offence, including expiable offences, arising from use of the vehicle must be reported to the CEO as soon as practicable.

All penalties and fines associated with such offences are the responsibility of the Employee unless otherwise determined by Council.

5.7 Withdrawal of Vehicle Access

The CEO may withdraw access to the vehicle for any reason by providing four (4) weeks' written notice.

Where access is withdrawn, the value attributed to the vehicle as outlined in the Employee's contract will be paid to the Employee as an allowance.

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5. Document administration and control

Policy title:	Council Provided Vehicle Policy
Policy number:	190326
Policy type:	Human resources/ Governance
Responsible officer:	Chief Executive Officer
Committee Review:	Nil
First issued / adopted:	March 2026
Review period:	4 Years
Last reviewed:	N/A
Next review date:	By March 2030
Version:	Version 1
Date revoked:	n/a
Applicable legislation:	☐ Local Government Act 1999 (SA) ☐ Work Health and Safety Act 2012 (SA) ☐ Road Traffic Act 1961 (SA) ☐ Fringe Benefits Tax Assessment Act 1986 (Cth)
Related documents:	☐ Employment Contracts and CEO Contract ☐ Council Code of Conduct ☐ Work Health and Safety Policy ☐ Risk Management Framework ☐ Asset Management Policy
Public consultation required / undertaken:	No – internal governance and employment policy

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Availability	This Policy is available for inspection at the Council office, and any person may obtain a copy of this Policy upon payment of the fee fixed by Council in accordance with Council's Fees and Charges adopted each financial year. It is also available on Council's website www.Peterborough.sa.gov.au. Any grievance in relation to this policy or its application should be forwarded in writing to the Chief Executive Officer of the Council.
File reference:	To be confirmed