

# POLICY REGISTER

## LOSS OF DRIVERS LICENCE POLICY

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Reviewed: 24th April 2025 Minute No. 94.4.25

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## DOCUMENT CONTROL

<b>Issue</b>	<b>Prepared/Revised By and Date</b>	<b>Action/Amendment Description</b>	<b>Approved By and Date</b>
1.0	Kerry Jones November 2018	First Edition	Council Minute No. 273.12.18 (6th December 2018)
2.0	Gary Woodman General Manager April 2025	Minor amendments and typographical changes	Council Minute No. 94.4.25 (24th April 2025)

## **BACKGROUND**

The Policy outlines the manner in which the loss of a worker's drivers licence affects the ability of that worker to perform his or her duties and outlines consequences.

## **OBJECTIVE**

The objective of this Policy is to set out what courses of action are available to Warren Shire Council and the extent to which they shall be applied to all workers if they lose their driver licence.

## **SCOPE**

This Policy applies to all workers.

## **DEFINITION**

Worker – in the context of this Policy – has the same meaning as that in the Work Health and Safety Act 2011.

## **POLICY**

### **Obligations under this Policy**

All Warren Shire Council workers are responsible for any civil or criminal penalty that may be imposed following the suspension, cancellation or restrictions placed upon the use of their licence.

### **Management (including supervisors)**

Management has the responsibility to:

- Ensure that each worker, who is required to have a drivers licence, maintains a current driver licence.
- Take the appropriate course of action should a worker have their drivers licence suspended, cancelled or its use restricted.

### **Workers**

Have the responsibility to:

- Ensure that they maintain a current and appropriate drivers licence to perform the duties associated with their position.
- Advise their supervisor or General Manager, of the actual or impending suspension, cancellation or imposition of restrictions of or on their licence.

### **Annual Review**

All workers must produce their drivers licence (and any other relevant work related 'ticket') as part of the annual staff appraisal process.

### **Procedure**

Once made aware of a drivers licence suspension or pending disqualification the General Manager or their delegate must consult with the worker and decide upon what course of action is to be undertaken following the change of status of the worker's drivers licence.

### **Actions**

Following the notification and evaluation of a change of status of the workers drivers licence Warren Shire Council shall take one or more of the following actions:

- Transfer the worker to other duties, if available (the level of remuneration shall be adjusted if the worker is required to perform duties associated with a lower paid position).
- Require the worker to take leave (annual leave, long service leave, leave without pay) for the defined period.
- Suspend the workers employment for the defined period (with or without pay).
- Terminate the workers employment.
- Take no action.

If the period of suspension, cancellation or restrictive usage of the workers drivers licence is in excess of six (6) months, Warren Shire Council may terminate the workers employment, or if the worker is a contractor undertaking work on behalf of Warren Shire Council, the General Manager may cancel the contract.

If the worker is convicted of a driving offence, whilst the driver licence is disqualified or suspended during the relevant period, and the defined period is extended in excess of six (6) months, Warren Shire Council may terminate the employment of the worker.

**Review**

This Policy should be reviewed every Four (4) years or within 12 months following an election of Council. The Policy may be reviewed and amended at any time at Councils discretion (or if legislative changes occur).