

POLICY NO: CE/CS/2

FORMER POLICY NO:

MOTOR VEHICLE USE – SHIRE PRESIDENT

DIVISION	BUSINESS UNIT	RESPONSIBILITY AREA
CEO	CEO	Councillor Services

OBJECTIVE

The objective of this Policy is to provide clear guidelines for the use of a Council motor vehicle should a vehicle be provided for use by the Shire President.

POLICY

A motor vehicle may be provided to the office of the Shire President for both Business Use and Restricted Private Use to assist the Councillor elected as Shire President carry out the role of Shire President.

A motor vehicle will only be provided under this Policy by Council resolution and will be subject to the wishes of the Council, the Shire President and budgetary allocations.

DEFINITIONS

‘Business Use’ is defined as the use required giving effect to all of the Council’s operational needs and services.

‘Restricted Private Use’ is defined as private use within the geographical area of Western Australia in accordance with this policy and subject to the total cost of running the vehicle for private use being the responsibility of the primary user, based on the current Local Government Industry Award rate per kilometre as amended from time to time.

MOTOR VEHICLE USAGE

A fully maintained motor vehicle may be made available to the Shire President to enable the undertaking of official duties and activities associated with the position of the office of Shire President.

This table identifies the type of motor vehicle to be provided to the Shire President to enable the undertaking of official duties and activities.

CATEGORY	TYPE OF VEHICLE	POSITION	EXTENT OF USE
Sedan	Luxury vehicle.	Shire President	Restricted

The motor vehicle will be made available to the Shire President for both Business Use and Restricted Private Use within the State of Western Australia.

When the motor vehicle is used for private purposes, the Shire President will advise the CEO of such use and the CEO will then invoice the Shire President for all private use based on the current Local Government Industry Award rate per kilometre as amended from time to time.

The Shire President or another person authorised in writing by the CEO may use the motor vehicle provided he/she holds a valid and appropriate Western Australian ‘C’

Class Driver's Licence. In the event of an emergency, a driver other than the person specified above may be nominated to complete the journey.

The Council will be responsible for all running costs of the motor vehicle, including but not limited to, all registration, insurances, fuels and oils maintenance, and repair costs, except when the vehicle is being used for private purposes.

General Conditions of Vehicle Usage

The following general conditions are applicable to the use of a Council motor vehicle:

Smoking is strictly prohibited within Council motor vehicles at all times.

Motor vehicles shall be operated in a reasonable manner in accordance with all relevant Acts, Regulations and Council policies. Any authorised person that drives the motor vehicle is financially responsible for any fines and/or infringements received during operation of the motor vehicle.

The Shire of Plantagenet will be financially responsible for the maintenance of the motor vehicle but it is the responsibility of the primary user to ensure that the motor vehicle has a sufficient amount of fuel, oil/lubricant, water, and tyre pressure.

Where the motor vehicle has been equipped with a first aid kit and/or fire extinguisher, it is the responsibility of the primary user to ensure that the first aid kit or fire extinguisher is adequately stocked/changed at all times or replacement stock ordered through the Council's Works and Services Division when used/expired.

The primary user shall comply with the following conditions with respect to the motor vehicle:

- a) Advise the Council's Works and Services division when scheduled servicing of the motor vehicle is due;
- b) Wash, clean, and vacuum the motor vehicle as often as required;
- c) Drive the motor vehicle responsibly and legally, observing all road rules and traffic regulations;
- d) Secure the motor vehicle when parked in public/private places;
- e) Examine the motor vehicle prior to use for any damage, operation of lights and indicators, tyre pressure etc; and
- f) Report any motor vehicle accident immediately to the Chief Executive Officer or other Senior Officers.

A Council motor vehicle used for any of the purposes outlined in this Policy shall be properly housed and secured at the place of residence of the primary user, when appropriate.

The primary user shall immediately advise the Chief Executive Officer if his/her driver's licence is suspended or cancelled.

The primary user shall immediately surrender the motor vehicle to the Shire upon:

- a) cancellation or suspension of his/her driver's licence; and
- b) cessation of position with the Council the subject of this policy.

ADOPTED: APRIL 2004

LAST REVIEWED: 24 APRIL 2018