

POLICY NO:CE/CS/2

FORMER POLICY NO:

MOTOR VEHICLE USE – SHIRE PRESIDENT

DIVISION	BUSINESS UNIT	RESPONSIBILITY AREA
CEO	CEO	Councillor Services

ACTION REQUIRED

1.0 OBJECTIVE

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

2.0 POLICY

That it be a Policy of the Council that a motor vehicle be provided to the Shire President for both *Business Use* and *Private Use*.

3.0 DEFINITIONS

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

Private Use is defined as unrestricted private use within the State of Western Australia.

4.0 MOTOR VEHICLE USAGE

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

4.02 Table 1 identifies the type of motor vehicle to be provided to the Shire President to enable the undertaking of official duties and activities.

TABLE 1

CATEGORY	TYPE OF VEHICLE	POSITION
Sedan	Ford Fairmont, or equivalent type of motor vehicle.	Shire President

- 4.03 The motor vehicle will be made available to the Shire President for both *Business Use* and *Private Use* within the State of Western Australia.
- 4.04 When the motor vehicle is used for private purposes, the Shire President will be responsible for the cost of all fuels and oils associated with such vehicle usage.
- 4.05 The Shire President or authorised person 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.
- 4.06 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.
- 4.07 A fuel card(s) may be supplied with the motor vehicle to cover the cost of fuels and oils for *Business Use*.
- 4.08 Alternatively, the Shire President may elect to be reimbursed, when using the vehicle for business purposes, at the rate of 20% of the rate paid to Councillors when using their own vehicles for Council business, on a per kilometre basis.

5.0 GENERAL CONDITIONS OF VEHICLE USAGE

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

- 5.01 Smoking is strictly prohibited within Council motor vehicles at all times.
- 5.02 The motor vehicle shall be operated in a reasonable manner in accordance with all relevant acts, regulations and Council policies. The Shire President, his/her spouse/partner, or any other authorised person that drives the motor vehicle are financially responsible for any fines and/or infringements received during operation of the motor vehicle.
- 5.03 The Shire of Plantagenet will be financially responsible for the maintenance of the motor vehicle but it is the responsibility of the Shire President to ensure that the motor vehicle has a sufficient amount of fuel, oil/lubricant, water, and tyre pressure in between scheduled servicing.

- 5.04 Where the motor vehicle has been equipped with a first aid kit or fire extinguisher, it is the responsibility of the Shire President to ensure that the first aid kit or fire extinguisher is adequately stocked at all times or replacement stock ordered through Council's Technical and Development Services Division when used/expired.
- 5.05 The authorised person shall comply with the following conditions with respect to the motor vehicle in his/her care:
- Advise the Council's Technical and Development Services division when scheduled servicing of the motor vehicle is due;
 - Wash, clean, and vacuum the motor vehicle as often as required;
 - Drive the motor vehicle responsibly and legally, observing all road rules and traffic regulations;
 - Secure the motor vehicle when parked in public / private places;
 - Examine the motor vehicle prior to use for any damage, operation of lights and indicators, tyre pressure etc;
 - Report any motor vehicle accident immediately to the Chief Executive Officer or Executive Director Technical and Development Services.
- 5.06 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 Shire President, when appropriate.
- 5.07 The Shire President shall immediately advise the Chief Executive Officer if his/her driver's licence is suspended or cancelled.
- 5.08 The Shire President shall immediately surrender the motor vehicle to the Shire upon:
- (a) cancellation or suspension of his/her driver's licence;
 - (b) cessation of position of Shire President with the Council;

Endorse < Review < Repeal <

ADOPTED:

LAST REVIEWED: 13 April 2004