



POLICY – 12.2 – Shire Plant, Vehicle and Equipment

Relevant Delegation

N/A

Policy Statement

1. Any Councillor or staff member may be permitted to use a Council passenger vehicle (i.e. sedan or utility) anywhere on Council business, as the Chief Executive Officer directs.
2. An employee having private use of a passenger vehicle, whether as an employment condition or temporary approval, is responsible to ensure that it is –
 - a) appropriately garaged, secured or supervised at all time
 - b) is not driven by a person without a valid motor vehicle license
 - c) is not driven by any person who is not an employee of the Council, unless the responsible employee is a passenger in the vehicle,
3. The Chief Executive Officer may permit other employees temporary limited private use of a passenger vehicle should circumstances appear to necessitate, under such conditions as is appropriate, including –
 - a) appropriately garaged, secured or supervised at all time
 - b) fuel contribution may be required
 - c) the employee is the only person authorised to drive the vehicle
4. Notwithstanding the limitations of 2(c) and 3(c) above, in exceptional circumstances the Chief Executive Officer may approve strictly limited use of a vehicle by a person who is not a spouse or partner, provided that –
 - a) the employee accepts responsibility for the other person's use of the vehicle
 - b) such use is closely linked to the business purposes of the Shire or provisions of the employment contract
 - c) the use is of minimal duration, time and distance

Examples –

 - *ferrying a vehicle to/from repairs if the employee is unavailable*
 - *delivering or picking up an employee from a commitment*
5. Large plant (e.g.) trucks, graders, backhoe, sweeper, front end loader and the like, only be provided for private use by an employee, with approval from the Chief Executive Officer and, that the use be restricted to –
 - *Shire owned property and improvement thereof,*
 - *a community purpose approved by the Chief Executive Officer,*
 - *a suitably qualified operator is operating the plant,*

- *usage within the townsite area,*
 - *the employee/person authorised accepting full responsibility for any loss or damage caused,*
 - *times where the use will not conflict with Shire requirements.*
6. Small plant (e.g.) whipper snippers, lawn mowers, and the like be allowed for use by Shire Staff only for maintenance at Shire owned property. Private use of chainsaws is not permitted.
 7. All private use of vehicles, plant, equipment etc, terminates immediately on conclusion of employment, unless specifically agreed by the Chief Executive Officer.
 8. Smoking is not permitted in any Shire vehicle or item of plant.

– *End of Policy*

COMMENT

Formerly	Delegations 8, 13 Policies 5.18 & 7.3	Replaced November 2012
Last Reviewed	30 August 2018	
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